



a New Day for Federal Service

Finding and Applying for Jobs in the Federal Government

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

How to Find and Apply

- Searching for Federal jobs
- Creating your account and profile (including resume)
- Managing your account
- Reviewing job opportunity announcements
- Submitting applications
- Following-up on application status

Where to Look: USAJOBS.gov



The screenshot shows the USAJOBS.gov homepage. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA" and a large circular seal in the background. Below the logo are two search input fields labeled "What:" and "Where:". A blue "Search Jobs" button with a play icon is positioned below the search fields. To the right of the search fields is a link for "Advanced Search >". Below the search area is a horizontal bar with links for "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives". At the bottom of this bar is a "Follow USAJOBS" button and social media icons for Facebook, Twitter, and YouTube. The footer contains links for "Site Map", "Contact Us", "Help/FAQs", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov". A disclaimer states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

Advanced Search



Search Jobs



Where:



[Advanced Search >](#)

Advanced Search

Keyword Search

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search

Series Number Search

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

Salary Range

From To

Pay Grade (GS)

Grade 11 To Grade 14

[Search Jobs](#)

[Reset Form](#)

Advanced Search (Cont'd)

Location Search

Show locations for this region:

Choose State

- Arizona
- Arkansas
- Armed Forces Americas
- Armed Forces Europe/Canada
- Armed Forces Pacific
- California
- Colorado

Then Locale(s)

- All California
- Acampo
- Acton
- Adelanto
- Adin
- Agoura
- Agoura Hills

Add >>

<< Remove

Click buttons to add/remove

- All California

Agency Search

Choose Agency

- Armed Forces Retirement Homes
- Central Intelligence Agency
- Courts Svcs & Offender Supervision Ag, Dc
- Department Of Agriculture
- Department Of Commerce
- Department Of Defense
- Department of Defense - Dept. of the Air Force

Then sub agency

Add >>

<< Remove

Click buttons to add/remove

Advanced Search (Cont'd)

Occupational Series ?

- Able Seaman (9924)
- Able Seaman-Maintenance (9925)
- Accounting (0510)
- Accounting Technician (0525)
- Actuarial Science (1510)
- Administration And Office Support Student Trainee (0399)
- Administrative Law Judge (0935)
- Administrative Officer (0341)
- Aerospace Engineering (0861)
- Agricultural Commodity Aid (1981)
- Agricultural Commodity Grading (1980)
- Agricultural Engineering (0890)
- Agricultural Engineering (0890)

Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#) :
 - In the [competitive service](#) ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) ? position covered by an [interchange agreement](#) ?, or
 - Eligible for [reinstatement](#) ?
- A Veteran eligible for [veterans' preference](#) ? or separated from the armed forces under [honorable conditions](#) after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

Yes No

Show only Senior Executive Service postings? ?

Yes No

Exclude postings for jobs open longer than 30 days? ?

Yes No

Sort Results By

Key Word Relevance Date

Type of Work ?

- Permanent
- Temporary
- Term
- Detail
- ICTAP Only
- Student

Work Schedule ?

- Full-Time
- Part-Time
- Shift Work
- Intermittent
- Job Sharing
- Multiple Schedules

Show Jobs Posted:

All Jobs

Search Jobs ▶

Reset Form ▶

Search Results

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)



Refine Your Search

What:

[Advanced Search](#)

Refine Your Results

- Jobs for U.S. Citizens
- Jobs for Federal Employees [?](#)

You Added ... [?](#)

Accountant [Remove](#)
Accounting [Remove](#)
Grade 11 - Grade 14 [Remove](#)
California [Remove](#)
Full-Time [Remove](#)
Permanent [Remove](#)

[Clear all and start new search](#) [✕](#)

[▶ Agency](#)

[▶ Salary](#)

[▶ Posting Date](#)

[▶ Exclude These](#)

[Save this search and email me jobs](#)

[RSS Feed of This Search](#) [?](#)

Sort By:

Search Results 1-6 of 6

Page: [1]

Page 1 of 1

[Forensic Accountant, GS 11/12 \(FBI\)](#)

[Quick View](#) | [More Like This](#)

Division: San Diego Field Office Location: San Diego, CA Working Hours: 8:15 a.m. - 5:00 p.m. Salary: GS 11: \$62,451.00 - \$81,184.00 GS 12: \$74,854.00 - \$97,309.00 Some travel may be required. If the selectee is not an on-board FBI Financial Analyst or Forensic Accountant, the selectee approved for

Agency: Federal Bureau of Investigation
Location: San Diego County, CA
Salary: \$62,451.00 to \$97,309.00 / Per Year
Open Period: Monday, October 24, 2011 to Monday, November 07, 2011

[Forensic Accountant, GS 11/12 \(EX\)](#)

[Quick View](#) | [More Like This](#)

Division: San Diego Field Office Location: San Diego, CA Working Hours: 8:15 a.m. - 5:00 p.m. Salary: GS 11: \$62,451.00 - \$81,184.00 GS 12: \$74,854.00 - \$97,309.00 Some travel may be required. If the selectee is not an on-board FBI Financial Analyst or Forensic Accountant, the selectee approved for

Agency: Federal Bureau of Investigation
Location: San Diego County, CA
Salary: \$62,451.00 to \$97,309.00 / Per Year
Open Period: Monday, October 24, 2011 to Monday, November 07, 2011

Creating Your Account

Home → Search Jobs → My Account → Resource Center

USAJOBS
"WORKING FOR AMERICA"

Create New Account

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government.
It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Form Sections:

[Personal Information](#) | [Account Information](#)

• Required information

Personal Information

- First Name
- Middle Name
- Last Name
- Telephone Numbers
- SELECT -
- SELECT -
- SELECT -
- Email
- Confirm Email

What is your email HTML Text

Creating Your Account

Special Hiring Options

Special Hiring Options

Select from among the special hiring authorities listed below for which you are eligible.
(Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed. For information on each of the special hiring options below, please review the definitions on our [Special Hiring Options](#) page.

- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

Creating Your Resume

* Resume Name

1. **Experience** 2. Education 3. Other 4. References 5. Preview and Finish



Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Work Experience

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

* Employer Name

Employer Address 1

Employer Address 2

* Country

Postal Code

* City/Town

* State/Territory/Province

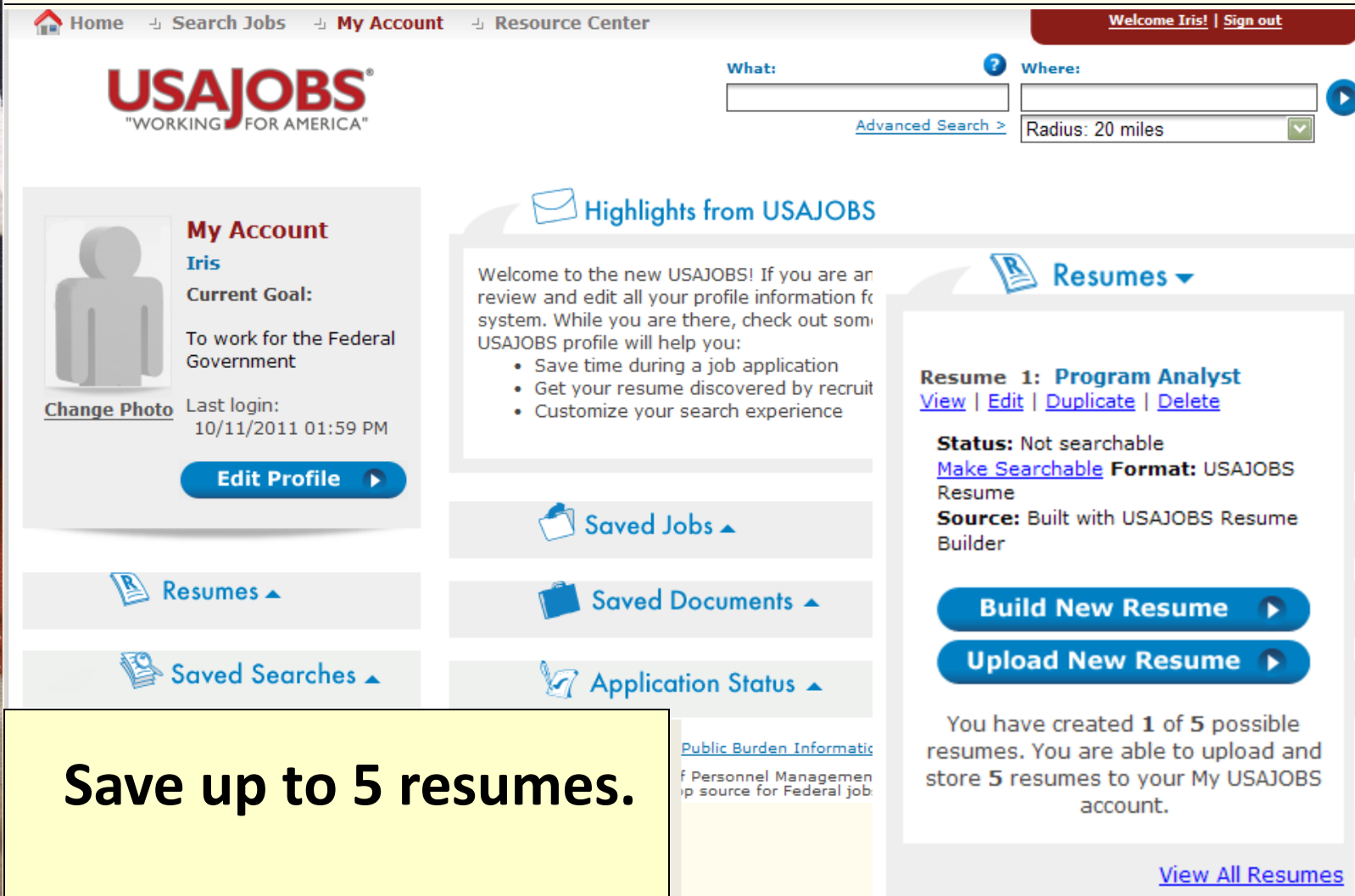
* Formal Job Title

* Start Date

* End Date

Salary

Managing Your Account



Home Search Jobs My Account Resource Center Welcome Iris! Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Where: Radius: 20 miles

My Account
Iris
Current Goal:
To work for the Federal Government
Last login: 10/11/2011 01:59 PM
[Change Photo](#) [Edit Profile](#)

Highlights from USAJOBS

Welcome to the new USAJOBS! If you are an review and edit all your profile information for system. While you are there, check out some USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruit
- Customize your search experience

Resumes

Resume 1: Program Analyst
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not searchable
[Make Searchable](#) **Format:** USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#)
[Upload New Resume](#)

You have created **1** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

[View All Resumes](#)

Save up to 5 resumes.

[Public Burden Informati](#)
f Personnel Managemen
ip source for Federal job.

Saved Documents

Home Search Jobs My Account Resource Center Welcome Iris! | Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Where: Advanced Search > Radius: 20 miles

My Account

Iris
Current Goal:
To work for the Federal Government
Last login: 10/11/2011 03:31 PM
[Change Photo](#) [Edit Profile](#)

Highlights from USAJOBS

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

Saved Jobs

Saved Documents

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Document 1:	Other - Accomplishments 2010 View Delete	Date Uploaded: 6/8/2011
Document 2:	SF-50 - Iris SF-50 View Delete	Date Uploaded: 7/7/2010

Resumes



Saved Searches

Saved Search 1: Sample View Edit Delete	Date Posted: 10/11/2011
Saved Search 2: Administrative View Edit Delete	Date Posted: 10/11/2011

[Create a new saved search](#)

You have created 2 of 10 possible saved searches.

Job Opportunity Announcement

 [Home](#)  [Search Jobs](#)  [My Account](#)  [Resource Center](#)



[Search Jobs](#)

[Advanced Search](#)

[< Back to Results](#)

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

Federal Bureau Of Investigation

Job Title: Forensic Accountant, GS 11/12 (FBI)


Department: Department Of Justice

Agency: Federal Bureau of Investigation

Sub Agency: Federal Bureau of Investigation


Job Announcement Number: SD-2012-0002

Submitting Your Application

Go to section of this Job: 

[Apply Online](#) 

[Print Preview](#) 

[Save Job](#) 

[Share Job](#) 

Agency Information:

Department Of The Navy
4555 Overlook Ave., SW
Washington, DC
20375-5320
US

Questions about this job:

Natalie Haman
Phone: (202) 767-8309

Job Announcement Number:

STEP110326

Control Number: 2130577

Remember:

- Follow the “How to Apply” instructions carefully, as they may differ across agencies
- Check your application status online

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

What to Expect Next

1. Notification your application has been received by agency
2. Agency will review eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency will rank candidates based on qualifications
5. Agency may conduct interviews
6. Agency will select the best candidate for the job
7. Applicants will be notified of selection or non-selection by agency

A vertical strip on the left side of the slide shows a close-up of the American flag, focusing on the blue field with white stars and the red and white stripes.

A Note About Security Clearances

- Most individuals selected for Federal positions will be required to undergo a basic background investigation
- Jobs that require access to sensitive information require a security clearance which is more extensive than a background investigation

Following-up on Status of Applications

Highlights from USAJOBS


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- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

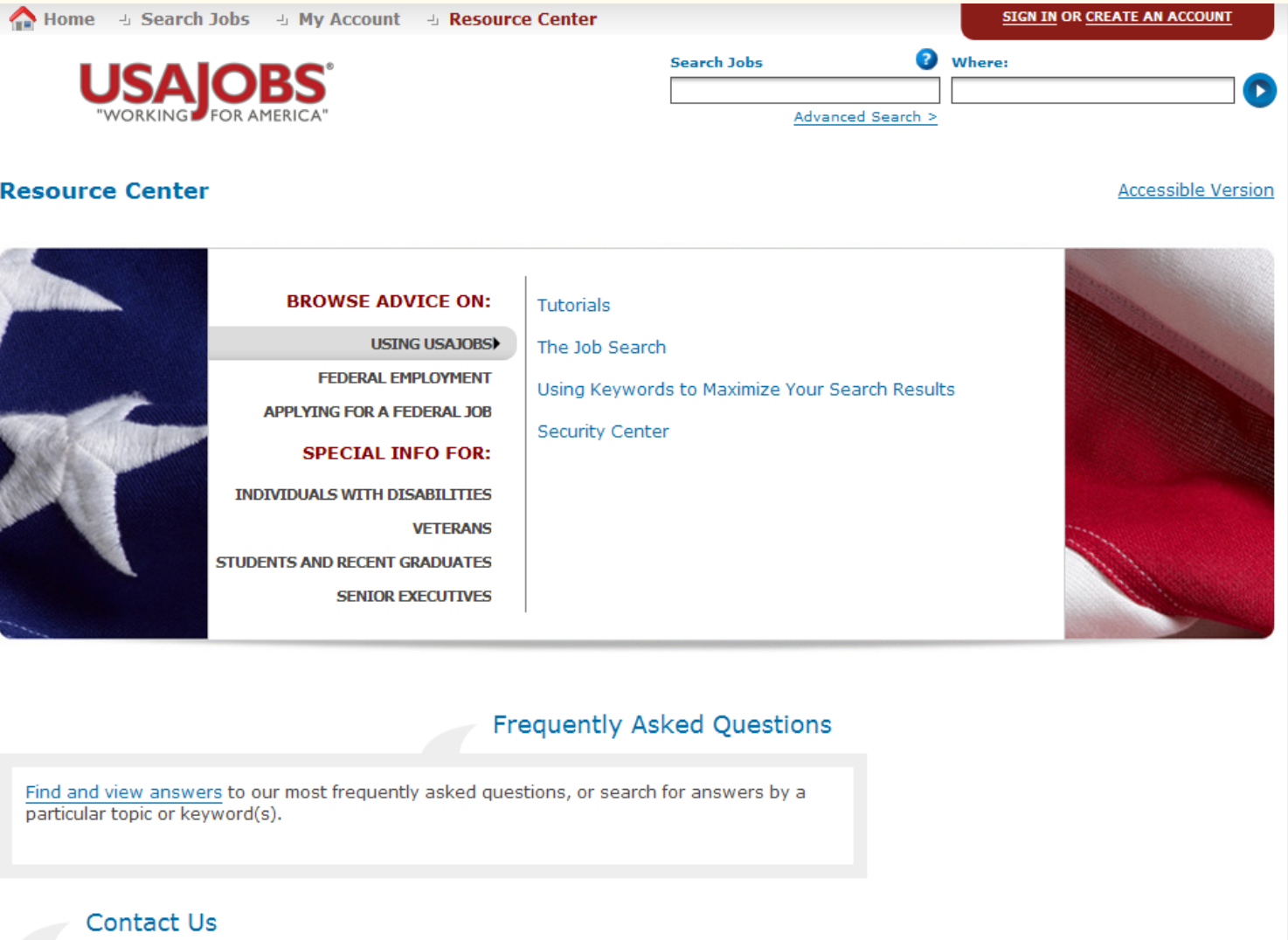
Saved Jobs ▲

Saved Documents ▲

Application Status ▼

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status 
07/11/2011	Administrative Officer Agency For International Development Job Number: 11-0273-LG Pay Plan: GS-0341-14/14 Location: US-District of Columbia- Washington DC Metro Area	Closed	07/11/2011	Application Status Not Available more information...
06/06/2011	Management and Program Analyst Federal Aviation Administration Job Number: AWA-AOV-11-SS46669-20957 Pay Plan: FV-0343-I/J Location: US-District of Columbia- Washington DC Metro Area	Closed	06/06/2011	Application Status Not Available

USAJOBS Resource Center



The screenshot shows the USAJOBS Resource Center page. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red button on the right says "SIGN IN OR CREATE AN ACCOUNT". Below the navigation bar is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo is a search bar with "Search Jobs" and "Where:" labels, and a search button. Below the search bar is a link for "Advanced Search >". The main content area is titled "Resource Center" and includes a link for "Accessible Version". The content is organized into two columns. The left column has a "BROWSE ADVICE ON:" section with a "USING USAJOBS" link, followed by "FEDERAL EMPLOYMENT" and "APPLYING FOR A FEDERAL JOB". Below that is a "SPECIAL INFO FOR:" section with links for "INDIVIDUALS WITH DISABILITIES", "VETERANS", "STUDENTS AND RECENT GRADUATES", and "SENIOR EXECUTIVES". The right column has a "Tutorials" section with links for "The Job Search", "Using Keywords to Maximize Your Search Results", and "Security Center". At the bottom of the page, there is a "Frequently Asked Questions" section with a text box that says "Find and view answers to our most frequently asked questions, or search for answers by a particular topic or keyword(s)." and a "Contact Us" link.

Home Search Jobs My Account Resource Center [SIGN IN OR CREATE AN ACCOUNT](#)

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Where:

[Advanced Search >](#)

Resource Center [Accessible Version](#)

BROWSE ADVICE ON:

- [USING USAJOBS](#)
- FEDERAL EMPLOYMENT
- APPLYING FOR A FEDERAL JOB

SPECIAL INFO FOR:

- INDIVIDUALS WITH DISABILITIES
- VETERANS
- STUDENTS AND RECENT GRADUATES
- SENIOR EXECUTIVES

Tutorials

- [The Job Search](#)
- [Using Keywords to Maximize Your Search Results](#)
- [Security Center](#)

Frequently Asked Questions

[Find and view answers](#) to our most frequently asked questions, or search for answers by a particular topic or keyword(s).

[Contact Us](#)

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Tips for Applying

- Focus Your Search - find jobs that best match your interests for which you are likely to be qualified
- Plan ahead – take time to carefully prepare your application
- Follow-up on the status of your application